CITY OF MIAMI BEACH COMMISSION ITEM SUMMARY



Condensed Title:

Request for Approval to Award a Contract to Everglades Environmental Care, Inc., as the Primary Vendor to Provide Grounds Maintenance Services for an Estimated Annual Amount of \$120,000, Pursuant to Bid No. 04-02/03; Further Request Approval to Award a Contract to Thomas Maintenance Service, Inc. as the Secondary Vendor in the event the Primary Vendor Cannot Fulfill their Contractual Obligations.

Issue:

Shall contracts be awarded to the only two bidders, Everglades Environmental Care, Inc. (Primary Vendor) and Thomas Maintenance Service, Inc. (Secondary Vendor)?

Item Summary/Recommendation:

Based on the analysis of the bids received, it is recommended that a contract be awarded to Everglades Environmental Care, Inc., as the Primary Vendor, To Provide Grounds Maintenance Services; further recommending that a contract be awarded to Thomas Maintenance Service, Inc as the Secondary Vendor to be used in the event that the Primary Vendor cannot fulfill their contractual obligations.

The work specified in Invitation to Bid No. 04-02/03 (the "Bid"), shall include but not be limited to, litter retrieval and waste disposal, landscape maintenance, herbicide/insecticide application, irrigation system operation maintenance/repair, traffic control, and replacement of plants as required for the following locations:

Zone A: From the Eastern Boundary of the Course on Chase Ave. West to Alton Rd.

Zone B: Alton Rd South to Michigan Ave.

Zone C: Michigan Ave./Dade Blvd South-East to Meridian Ave.

Zone D: Meridian Ave. North to 28th Street and East to the Eastern Boundary of the Course.

Zone E: The swale and median entrance to Sunset I & II. The North and South City

swale/ median along 29th Street from Bay Road West to the Bridge and the center chop

directly to the West of the bridge.

Advisory Board Recommendation:

Financial Information:

Funds:	
	46
	Finance Dept.

Source of

Amount	Account	Approved
\$50,000	011.0945.000312 - FY 02/03 Budget	
\$70,000	011.0945.000312 – Will be included in the FY 03/04 Budget	
\$120,000		
	\$50,000 \$70,000	\$50,000 011.0945.000312 - FY 02/03 Budget \$70,000 011.0945.000312 - Will be included in the FY 03/04 Budget

City Clerk's Office Legislative Tracking:

KEVIN SMITH

Sign-Offs:	
Department Director Assistant City Manager	City Manager
KS GL GCM/	Juse

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AGENDA ITEM C2C

CITY OF MIAMI BEACH

CITY HALL 1700 CONVENTION CENTER DRIVE MIAMI BEACH, FLORIDA 33139 www.miamibeachfl.gov



COMMISSION MEMORANDUM

To:

Mayor David Dermer and

Members of the City Commission

Date: April 30, 2003

From:

Jorge M. Gonzalez

City Manager

Subject:

REQUEST FOR APPROVAL TO AWARD A CONTRACT TO EVERGLADES ENVIRONMENTAL CARE, INC., AS THE PRIMARY VENDOR TO PROVIDE GROUNDS MAINTENANCE SERVICES FOR AN ESTIMATED ANNUAL AMOUNT OF \$120,000, PURSUANT TO BID NO. 04-02/03; FURTHER REQUEST APPROVAL TO AWARD A CONTRACT TO THOMAS MAINTENANCE SERVICE, INC. AS THE SECONDARY VENDOR TO BE USED ONLY IN THE EVENT THAT THE PRIMARY VENDOR (EVERGLADES ENVIRONMENTAL CARE INC.) CANNOT FULFILL THEIR CONTRACTUAL OBLIGATIONS.

ADMINISTRATION RECOMMENDATION

Approve the Contract Awards.

AMOUNT AND FUNDING:

\$50,000 - Funds are available from Budget Account No. 011.0945.000312 in **FY 02/03.** \$70,000 - Funds will be included in Budget Account No. 011.0945.000312 in **FY 03/04.** \$120,000

ANALYSIS:

The work specified in Invitation to Bid No. 04-02/03 (the "Bid"), shall include but not be limited to, litter retrieval and waste disposal, landscape maintenance, herbicide/insecticide application, irrigation system operation maintenance/repair, traffic control, and replacement of plants as required for the following locations:

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Course.

Zone E: The swale and median entrance to Sunset I & II. The North and South City

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center chop directly to the West of the bridge.

Bid No. 04-02/03 Page Two April 30, 2003

ANALYSIS: (Continued)

The cost of the flowering annuals is an additional cost factor **not included** in the estimated annual amount of \$92,400 for the Grounds Maintenance Service. The Parks and Recreation Department projects an approximate yearly replacement of 30,000 annuals along the golf course perimeter. The quantity of annuals used on this site will be reduced to approximately 15,000 yearly. The reduced quantity of annual flowers will be utilized within the project as accent planting and seasonal color change. This will increase the estimated annual amount of this contract by \$27,600 for a total of **\$120,000**.

Perennial flowering plants will be substituted within the project in the remaining planting beds, utilizing existing operating funds and staff from the Landscape Division. The entrance to Sunset Islands I&II currently utilize a majority of Perennial flowering plants and annual flowers as seasonal color with positive results.

The contracts shall remain in effect for a period of two (2) years. Providing the successful bidder(s) will agree to maintain the same price, terms and conditions of the current contract, this contract could be extended for an additional two (2) years, on a year-to-year basis, if mutually agreed upon by both parties.

Safeguards for the City's protection have been made a part of this contract. The Contractor will be required to provide Performance and Payment Bonds in the amount of \$25,000 each, and evidence of required insurance within fifteen (15) calendar days after notification of award of the Contract.

Pursuant to Ordinance No. 2001-3301, City Service Contracts involving the expenditure of over \$100,000 per year and which includes park and public place maintenance is subject to the Living Wage Requirements. All employees who provide services under this contract shall be paid a Living Wage of no less that \$8.56 an hour with health benefits(at least \$1.25 an hour towards health benefits), or a Living Wage of no less than \$9.81 an hour without health benefits.

The Contractors will maintain, on a twenty-four (24) hour on-call basis, by pager, two way radio, or cellular telephone, a staff sufficient to address emergency contingencies (i.e., hurricanes, tornados, floods, etc.) which may arise from time to time.

CONDUCT

Conduct standards for Contractors' employees should meet or exceed those required for City employees. The following are some guidelines:

- * Drugs and alcohol, or their use, is not permitted on City property nor are personnel allowed on property while under the influence of such substances.
- * Firearms or other weapons are strictly forbidden.
- * Fighting or loud, disruptive behavior is not permitted.

Bid No. 04-02/03 Page Three April 30, 2003

ANALYSIS: (Continued)

All personnel will be subject to applicable City safety and security rules and procedures pertaining to conduct, vehicle use, property access, etc.

SAFETY

Contractors agree to perform all work outlined in the Contracts in such a manner as to meet all accepted standards for safe practices during the maintenance operation, to safely maintain equipment, machines, and materials, and to remedy hazards consequential or related to the work.

The Contractors further agree to accept the sole responsibility for compliance with all local, County, State or other legal requirements including but not limited to:

- * Full compliance with the terms of applicable O.S.H.A. Safety Orders.
- * Requirements of the <u>Florida Department of Transportation Manual of Traffic Controls and Safe Practices For Street and Highway Construction, Maintenance and Utility Operations</u>, at all times so as to protect all persons including Contractor's employees, agents of the City, vendors, and members of the public or other firms from injury or damage to their property.

The City, through its Project Manager, reserves the right to issue immediate restraint or cease and desist order(s) to Contractors when unsafe or harmful acts are observed or reported relative to the performance of the work under the Contracts.

RECORDS

All documents, books and accounting records shall be open for inspection at any reasonable time during the term of the Contracts and for three (3) years audit of the books and business conducted by Contractors and observe the operation of the business so that accuracy of the above records can be confirmed. All employment records shall be open for inspection and re-inspection by the City, at any reasonable time during the term of the Contract.

The Bid was issued on November 21, 2002, with an opening date of December 20, 2002. As a result of questions received from prospective bidder, one (1) Addendum was issued. DemandStar by Onvia issued bid notices to 1339 prospective bidders, resulting in 29 vendors requesting bid packages, which resulted in the receipt of two (2) responsive bids.

Bid No. 04-02/03 Page Four April 30, 2003

ANALYSIS: (Continued)

References have been checked by Procurement staff, Dun and Bradstreet reports have been secured and Everglades Environmental Care, Inc. comes highly recommended. Everglades Environmental Care, Inc. has been in business for seven (7) years as a Lawn Sprinkler and Lawn Maintenance/Pest Control Contractor, and pursuant to reference checks, Everglades Environmental Care, Inc provides quality work and completes all jobs within the required completion dates. Additionally, pursuant to reference checks for Thomas Maintenance Service, Inc. they have been in business for twenty-two (22) years as a Lawn/Landscape/Tree Service Contractor and also provide quality work and complete all jobs within the required completion dates.

Thomas Maintenance Service submitted a lower bid price for Zones B & E. The Procurement Division requested clarification of their bid for these locations with the intent of recommending award(s) on the lowest bidder per zone, which would be considered to be in the City's best economic interest. Mr. Thomas, President of Thomas Maintenance, understood the award to be based on the lowest grand total, and that the award would be on an all or none basis. Therefore, when formulating their bid, they estimated the total cost for all areas, and simply distributed the costs to each zone. Should they receive the award for Zones B & E only, they simply could not provide the required grounds maintenance services at their bid prices.

CONCLUSION:

Based on the analysis of the bids received, it is recommended that a contract be awarded to Everglades Environmental Care, Inc. as the Primary vendor To Provide Grounds Maintenance Service, Pursuant to Bid No. 04-02/03, based on the lowest grand total; further recommending that a contract be awarded to Thomas Maintenance Service, Inc. as the secondary vendor to be used in the event the primary vendor (Everglades Environmental Care, Inc) cannot fulfill their contractual obligations.

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BID TABULATION

VENDOR	ZONE	PRICE/YEAR
EVERGLADES ENVIRONMENTAL CARE, INC.	A	\$20,000
	В	\$42,000
	С	\$6,000
	D	\$6,000
·	E	\$18,000
GRAND TOTAL		\$92,400

VENDOR	ZONE	PRICE/YEAR
THOMAS MAINTENANCE SERVICE, INC.	Α	\$25,200
	** B	\$25,200
	C	\$25,200
·	D	\$15,600
	** E	\$15,600
GRAND TOTAL		\$106,800

^{**} MR. MELVIN THOMAS, PRESIDENT OF THOMAS MAINTENANCE SERVICE, INC. STATED THAT HIS BID IS BASED ON AN ALL OR NONE AWARD, AND THAT HE CANNOT PROVIDE THE REQUIRED SERVICES, SHOULD HE RECEIVE THE CONTRACT AWARD FOR ZONES B & E ONLY.

EVERGLADES ENVIRONMENTAL CARE INC.

Labor Rates (for Work other than specified herein, at the direction of the City)

Job Classification	Hourly Rate
Hourly rate per Contractor Representative	\$25-\$35
Hourly rate per Laborer/Groundskeeper	\$20-\$30
Hourly rate per Irrigation Technician	\$35-\$45
Hourly rate per Large Equipment Operator	\$35-\$45
Hourly rate per Supervisor/Foreman	\$35-\$45
Hourly rate per Climber	\$35-\$45
Hourly rate per Certified Arborist	\$50-\$75
Hourly rate per Pest Control Technician	\$35-\$45

Bid No. 04-02/03 Page Six April 30 2003

EVERGLADES ENVIRONMENTAL CARE INC.

Materials (for Materials not specified herein, to be installed at the direction of the City)

St. Augustine Sod	\$250/pallet
Shredded Cypress Mulch	\$40/cubic yard
Seasonal Color 4" liners	\$1.85
For all other materials not specified.	at Vendor COSTS.

THOMAS MAINTENANCE SERVICE, INC.

Labor Rates (for Work other than specified herein, at the direction of the City)

Job Classification	Hourly Rate
Hourly rate per Contractor Representative	\$25-\$37.50
Hourly rate per Laborer/Groundskeeper	\$10-\$15
Hourly rate per Irrigation Technician	\$25-\$37.50
Hourly rate per Large Equipment Operator	\$25-\$37.50
Hourly rate per Supervisor/Foreman	\$16-\$24
Hourly rate per Climber	\$25-\$37.50
Hourly rate per Certified Arborist	\$60-\$90
Hourly rate per Pest Control Technician	\$25-\$37.50

THOMAS MAINTENANCE SERVICE, INC.

Materials (for Materials not specified herein, to be installed at the direction of the City)

St. Augustine Sod	\$120/pallet
Shredded Cypress Mulch	\$21/cubic yard
Seasonal Color 4" liners	\$2.25
For all other materials not specified.	at Vendor COSTS.